

**U.S. Department of Agriculture  
Animal and Plant Health Inspection Service  
Freedom of Information Act  
Annual Report for Fiscal Year 1998  
October 1, 1997 through September 30, 1998**

**NUMBER OF INITIAL REQUESTS**

1. Number of requests pending at end of FY 97:     483
  2. Number of requests received during FY 98:     607
  3. Number of requests processed during FY 98:     607 \*
- \*(Includes 188 Withdrawals and 2 Referrals)
4. Number of requests pending at end of FY 98:     483

**DISPOSITION OF REQUESTS**

1. Number of total grants:     154
2. Number of partial grants:   205
3. Number of denials:         58
4. Withdrawals:                 188
5. Referrals:                    2

FOIA exemption used:

- |              |           |
|--------------|-----------|
| Exemption 1: | <u>0</u>  |
| Exemption 2: | <u>8</u>  |
| Exemption 3: | <u>2</u>  |
| Exemption 4: | <u>45</u> |
| Exemption 5: | <u>13</u> |

Exemption 6: 130

Exemption 7(A): 2

Exemption 7(B): 0

Exemption 7(C): 3

Exemption 7(D): 0

Exemption 7(E): 0

Exemption 7(F): 0

Exemption 8: 0

Exemption 9: 0

Other reasons for nondisclosure:

No records: 52

Referred elsewhere: 2

Request withdrawn: 188

Fee-related reason: 20

Records not reasonably described: Not Recorded

Not a proper FOIA request for some reason: Not Recorded

Not an agency record: Not Recorded

Duplicate request: 3

Other (specify): Not Recorded

## **NUMBER OF APPEALS**

1. Number of appeals received during FY 98: 35
2. Number of appeals processed during FY 98: 19

## **DISPOSITION OF APPEALS**

1. Number completely upheld: 15
2. Number partially reversed: 3
3. Number completely reversed: 1

FOIA exemption used:

Exemption 1: 0

Exemption 2: 2

Exemption 3: 0

Exemption 4: 1

Exemption 5: 2

Exemption 6: 3

Exemption 7(A): 0

Exemption 7(B): 0

Exemption 7(C): 0

Exemption 7(D): 0

Exemption 7(E): 0

Exemption 7(F): 0

Exemption 8: 0

Exemption 9: 0

Other reasons for nondisclosure:

No records	<u>3</u>
Referred elsewhere:	<u>0</u>
Request withdrawn:	<u>0</u>
Fee-related reason:	<u>25</u>
Records not reasonably described:	<u>3</u>
Not a proper FOIA request for some reason:	<u>0</u>
Not an agency record:	<u>0</u>
Duplicate request:	<u>0</u>
Other (specify):	<u>Not Recorded</u>

**MEDIAN PROCESSING TIME FOR REQUESTS**

1. Simple requests (if multiple tracks used)

Number of requests processed: 551

Median number of days to process: 263

2. Complex requests (specify for any and all tracks used)

Number of requests processed: 45

Median number of days to process: 447

3. Requests accorded expedited processing

Number of requests processed: 11

Median number of days to process: 25

**STATUS OF PENDING REQUESTS** (Agencies using multiple tracks may provide numbers for each track as well as totals.)

1. Number of requests pending at end of FY 98: 507
2. Median number of days requests were pending at end of FY 98: 410

**DESCRIBE AGENCY EFFORTS TO:**

**Improve timeliness:** Set up a multi-track system as required under EFOIA; offered public information/frequently requested information through our FOIA website; and, offered FOIA specialists optional comptime on weekends.

**Reduce backlog:** Provided status letters to all requesters on their pending requests offering them an option to withdraw their request if they so desired--this action resulted in approximately 188 withdrawals.

**Provide training:** Two FOIA specialists provided cooperative training on how to handle FOIA requests with the U.S. Fish and Wildlife Service; one FOIA specialist provided training to the National Association of Federal Veterinarians on what is the FOIA and types of records this agency can provide through the FOIA.

**Add new categories of records:** Set up a multi-track system: 5 tracks in all--fast (simple) requests; regular (complex) requests; no-records requests; full-release requests; and, expedited requests.

## **TOTAL COSTS**

1. FOIA processing: \$618,164.00
2. Litigation-related activities (estimated): Approximately \$60,000.00
3. Total costs: \$678,164.00

**Statement of additional resources needed (optional):** Additional two (2) staff years plus funds to procure additional information technology to allow for more automated record processing.

## **FEES**

1. Total fees collected for search, review, duplication, and other direct costs permitted by agency regulations: \$4,967.50 (Assessed: \$11,330.80)
2. Percentage of total costs: 44 % of total costs assessed.

URL FOR AGENCY FOIA REGULATIONS (including Fee Schedule):

<http://foia.aphis.usda.gov>

## **STAFFING LEVELS**

1. Number of full-time FOIA personnel: 10
2. Number of personnel with part-time or occasional FOIA duties (in work-years): 0
3. Total number of personnel (Work-years): 48 (in FOIA-related work)